

ATHENS-CLARKE COUNTY LIBRARY BOARD
Minutes, January 10, 2017 Meeting
Athens-Clarke County Library Board Room

Chairman Darnell called the meeting to order at 4:03 pm. Trustees in attendance are Ms. Bogue, Ms. Boydstun, Ms. Cullen, Chairman Darnell, Mr. Hopper, Ms. Hunt, Ms. Ritter, Mr. Thomas, Mr. Thompson, Mr. Timmons, Mr. Wetherbee, Ms. Winkler and Mr. Woods. Absent were Ms. Adams, Mr. Boyle, and Mr. Prokasy. Staff members present were Ms. Bell, Ms. Brumby, Mr. Burns, Ms. Fike, Ms. Gay-Griffin, Ms. Green, Ms. Mayfield, Ms. Moncrief, and Ms. Ovington.

Announcements:

Chairman Darnell welcomed the new members Alice Hunt, Annice Ritter, Ron Wetherbee and Marty Winkler. All members introduced themselves and stated what drew them to becoming a member of a board.

Public Comment:

None

Approval of Minutes:

The Draft Minutes from the October 11, 2016 regular meeting were unanimously approved.

Approval of Agenda:

The Agenda was then adopted and unanimously approved. (Moved by Mr. Hopper, Seconded by Ms. Bogue)

Endowment Updates:

None

Financial Report:

The report was given by Mamie Fike, Business Manager. She stated that the 2nd quarter of FY2017 was following the budget with Revenue at 48.47%, Expenditures at 45.82%, and State Grants at 48.76%. She also reported that the contract with Simplex Grinnell will terminate as of March 31, 2017 which allowed a \$9,600.00 refund. Chair Julie Darnell questioned the increase in the Water/Sewer/Garbage charges. Ms. Fike explained the amount had been questioned with the city; water usage seems to have increased dramatically. The City has already checked for leaks or problems with nothing to report so more investigation has already begun to locate if there is an error. Ms. Fike also reported the AUP Audit was ongoing which is required each year. Also the money in the Library Store account has been brought before the finance

committee and they will look into a proper investment. The Financial Report was unanimously approved (Moved by Mr. Timmons, Seconded by Mr. Thomas)

Committee Reports:

Finance: The committee is developing policy/guidelines for the way money from the Passport fund may be spent including no funds to be used for operational expenses. Also under consideration is to diversify the substantial funds possibly using a community fund, an investment group such as Merrill Lynch, and a money market account. All recommendations are being evaluated for the best possible return. Approval of the recommendations from the Finance Committee for passport policy was unanimously approved (Moved by Chair Darnell, Seconded by Mr. Thomas)

Development & Grants: The A-CC Library has received notification of a prestigious Common Heritage grant from the National Endowment for the Humanities. The \$12,000 grant will fund the "Athens' Black History Matters" project. This project will include the purchase of mobile scanning equipment, contact with local leaders, publicity and eventual scanning of documents for our community.

Director's Report:

- GPLS Hot Dog Legislative Day is scheduled for February 8, 2017, we will provide more information as it is received.
- Trustee Training will be conducted on Thursday February 16 from 5:15 to 7:15 pm. We will provide a light dinner for all who attend. This will include the new GPLS Trustee manual including all state rules and regulations governing library Board of Trustees. I encourage as many of you to attend as possible.
- The budget request for fiscal year 2018 has been completed and will need this Boards approval to submit it to the ACCUG. Approval of budget and submittal unanimously approved (Moved by Mr. Timmons, Seconded by Mr. Woods)
- On December 2, 2016, an agreement was reached with alarm company SimplexGrinnell for a one year contract which will end on March 31, 2017. This is a short term contract and will not automatically renew. Ms. Bell is working with Athens-Clarke County to find an appropriate replacement.
- On November 1, 2016, we established a new contract with BOS Security for a guard Monday-Friday from 11:00 - 3:00; this still leaves a gap in coverage from time to time but is being addressed with the new budget request and possible funding through executive committee decision if necessary to have complete security coverage for all opening hours.
- Ms. Bell and Ms. Gay-Griffin met again with ACC School Superintendent Dr. Lanoue and community activist Valdon Daniel to discuss a possibility for an East Side Public/School Library partnership at the Old Gains School Road facility. Another meeting is scheduled for January 18, 2017 for each group to present a list of bullet points for benefits of the joint project.

- Staff Development Day was quite successful. Staff Person of Distinction was awarded to Marsha Carlan. One staff member from ACCL who has worked for the library for Thirty-Five Years, Dorothy Daniel. All in all the day was an enjoyable learning opportunity.
- The ARLS is embarking on a "We Want You Back" campaign led by our Circulation Supervisor, Toby Mayfield. This campaign will allow patrons who have outstanding fines of \$50 or more to pay half of their fine and we will waive the other half. They will then be put in good standing so we will have more patrons using the library. There may be a need of \$150 from the ACCL postage line for the regional mailing. The estimated financial outcome could be significant and every branch will profit.

Communications:

- Donna Brumby and Keir Bridges received Thank You Cards from patrons for their wonderful customer service skills.

New Business:

Budget: FY18 Budget has been prepared with a strong stance for the commissioners. There is information at what value the library holds and the tremendous return on the counties investment if you consider not only our collections but also the services we offer to the patrons. Ms. Bell stated how important the budget is for all aspects of our operations. Mr. Timmons suggested speaking with the commissioners about leisure services which are funded by the county to check on how many children are covered under that particular service which may lead to funding for the role the library plays in saving taxpayers money by providing their children "afterschool care" as one example of need. Suggested by Ms. Cullen that when the Board of Commissioners meet to discuss the budget that as many of Board members as possible attend.

Planning SPLOST: Ms. Bell would like everyone to keep in mind the need and process to develop a proposal when SPLOST comes available again. We may need to form a committee to look at locations, demographics, design of construction. The need for a detailed proposal will be important as there will be a lot of competition. Information will be provided about any upcoming deadlines as received.

- Please look over the list of committees. If you would like to change your committee please let Chair Darnell know.
- Chair Darnell would like for everyone to read their reports before coming to the Board meeting in order to be prepared.

Board Actions: None

Old Business: None

Meeting was adjourned at 5:26 pm

Next meeting April 11, 2017 at 4:00 pm

ACCL Board Meeting January 10, 2017 SUMMARY OF VOTES

Minutes approved unanimously

Agenda approved unanimously

Moved) Mr. Hopper

Seconded) Ms. Bogue

Approval of Financial Report, FY17Q2

Moved) Mr. Timmons

Seconded) Mr. Thomas

Approval of Recommendation of Finance Committee for Passport Policy

Moved) Chair Darnell

Seconded) Mr. Thomas

Approval for Budget request for FY2018 and submit to Athens-Clarke County Unified Government

Moved) Mr. Timmons

Seconded) Mr. Woods

ATHENS-CLARKE COUNTY LIBRARY BOARD
DRAFT Minutes, April 11, 2017 Meeting
Athens-Clarke County Library Board Room

Chairman Darnell called the meeting to order at 4:05 pm. Trustees in attendance are Ms. Adams, Ms. Boydstun, Mr. Boyle, Ms. Cullen, Chairman Darnell, Mr. Hopper, Ms. Hunt, Mr. Prokasy, Ms. Ritter, Mr. Thomas, Mr. Thompson, Mr. Timmons, and Mr. Woods. Absent were Ms. Bogue, Mr. Wetherbee, and Ms. Winkler. Staff members present were Ms. Bell, Ms. Brumby, Ms. Fike, Ms. Gay-Griffin, Ms. Green, Ms. Moncrief, and Ms. Ovington.

Announcements:

Chairman Darnell announced that the Trustee Training was very informational. A Trustee Manual is in your documents for review for those who were unable to attend.

Public Comment:

None

Approval of Minutes:

The Draft Minutes from the January 10, 2017 regular meeting were unanimously approved. (Moved by Mr. Hopper, Seconded by Mr. Thomas)

Approval of Agenda:

The Agenda was then adopted and unanimously approved. (Moved by Ms. Hunt, Seconded by Mr. Timmons)

Financial Report:

The report was given by Mamie Fike, Business Manager. She stated there are 3 months left in the FY17 Budget. Wages and benefits are at 75.43%. Supplies are under budget by 30%. Materials are almost all ordered and expended for the year so we are at 90%. BOS Security is listed as a separate expenditure and the exact amount (\$18,563) shows on the revenue side coming out of passport revenues. This allows us to see exactly how much we are spending on this service in order to estimate for future budgets. The Financial Report was unanimously approved (Moved by Mr. Prokasy, Seconded by Mr. Hopper)

Committee Reports:

Finance: The passport fund diversified accounts have been finalized including Merrill Lynch account. The committee is also proposing 2/3 of the Book Store Fund be invested into a money market account to earn interest of course leaving the rest of the fund for day to day operations of the bookstore

Friends of the Library: The Friends had their Spring Book Sale in March with a profit near \$18,000 and the Summer Book Sale dates have been set for August 23 - 26, 2017. The FOL will also sponsor Family Fun Day on May 20, 2017 that includes many activities for children. Director Bell also thanked the Friends for their support for training for not only employees but also Trustees and sponsoring an incentive program for employees to be noticed when showing exceptional customer service.

Winterville: Mr. Wetherbee unable to attend but Lorena Gay-Griffin informed that the Winterville branch is planning their Summer Reading Program and looking forward to the Marigold Festival on May 20, 2017.

Director's Report:

- Budget news from the State is good. GPLS received most of what it requested. House and Senate have passed the FY18 budget. Governor Deal now has 40 days to sign the appropriations bill.
- Federal budget did not fare as well. The American Library Association's Washington Office is working closely with contacts in the federal government to gather detailed information.
- The Library's annual AUP was completed in January.
- The **Winterville Branch** was funded for \$250,000 in Fiscal Year 2018 to move the library from Marigold Ave. to the upstairs of the Community Center. The city will need to provide the other \$250,000 to get the project completed.
- **Commissioner Kelly Girtz** organized a meeting with ACC School Officials, Officials from the 21st Century Grant Organization, Vista Volunteers and the library, to discuss the afterschool issues.
- The Friends of ACCL have graciously sponsored a table for us at the countywide **"It's Time To Talk: Forums on Race"** These discussions will be held on April 19, 2017 from 11:30 - 1:30 at the Classic Center and are presented by the Jeannette Rankin Foundation. Donna Brumby and Valerie Bell will be discussion facilitators.
- The Resource Team has been working on updating the **Emergency Plans** for this building.

Communications:

The ACC Library has been in the several publications including Zebra Magazine, Athens Historian, the national publication Hotline recognizing our Pinewoods Branch renovation and Computers in Libraries that published an article co-written by Natalie Wright. The Red and Black paper also published an article about the Pinewoods Branch and its gardens.

New Business:

Finance Committee

- Investment Policy was created to govern the way investments are handled. The policy was reviewed and suggestions made for clarification on alternative investments, any

changes should be approved by Board, and answer how much authority does the individual investment companies have to make changes day-to-day on our investments. Also include that this policy would cover all investments made on behalf of the library. The policy will be revised and discussed at the July meeting.

- **Book Store Fund Transfer** - The account is up to \$100,000 which has accumulated over the last few years is in an account with no interest earned. The Finance Committee would like to invest 75% of the fund into a money market account and leave 25% for day to day operations. By investing the money there will actually be an accrual of interest.

Trustee Training - Trustee Workshop was held on February 15. Jessica Everingham, Assistant State Librarian presented the new Trustee Manual and guidelines to 22 Board of Trustee members from around the Region. Branch Managers were invited and attended this presentation as well. Trustee By-Laws were reviewed and sent to Policy Committee for review as well.

Board Actions:

Motion to approve the creation of a position(s) exclusively to handle passport processing, funded entirely through money raised from processing passports, not to exceed \$22,000 annually, and to be reviewed and approved by the Board of Trustees annually. (Moved by Ms. Boydston, Seconded by Mr. Prokasy)

Motion to approve the transfer of \$73,655 from the Book Store Fund into a money market account at Merrill Lynch to be managed by the Frierson Group as per the Investment Policy used by the ACC Foundation. The remainder of the Book Store fund (\$40,000) should be kept liquid. Postponed to July meeting

Motion to approve the Investment Policy Statement. Postponed to July meeting

Old Business: None

Meeting was adjourned at 4:55 pm

Next meeting July 11, 2017 at 4:00 pm

ACCL Board Meeting April 11, 2017 SUMMARY OF VOTES

Minutes approved unanimously

Moved) Mr. Hopper

Seconded) Mr. Thomas

Agenda approved unanimously

Moved) Ms. Hunt

Seconded) Mr. Timmons

Approval of Financial Report, FY17Q3 approved unanimously

Moved) Mr. Prokasy

Seconded) Mr. Timmons

Approval of Creation of Passport Processing Position approved unanimously

Moved) Ms. Boydston

Seconded) Mr. Prokasy

Approval of Bookstore Fund Transfer

Postponed until July meeting

Approval of Investment Policy

Postponed until July meeting

ATHENS-CLARKE COUNTY LIBRARY BOARD
Minutes, July 11, 2017 Meeting
Athens-Clarke County Library Board Room

Chairman Darnell called the meeting to order at 4:03 pm. Trustees in attendance are Ms. Bogue, Chairman Darnell, Mr. Hopper, Mr. Prokasy, Ms. Ritter, Mr. Thomas, Mr. Timmons, Mr. Wtherbee, Ms. Winkler, and Mr. Woods. Absent were Ms. Adams, Ms. Boydston, Mr. Boyle, Ms. Cullen, Ms. Hunt and Mr. Thompson. Staff members present were Ms. Bell, Ms. Brumby, Ms. Fike, Mr. Burns, Ms. Green, Ms. Gerson, Ms. Chelsey, Mr. Bush, Ms. Moncrief, and Ms. Ovington.

Announcements:

Chairman Darnell announced and read the Retirement Resolution for Ms. Tammy Gerson for her over 23 years of service and her retirement which included the many programs, community partners and the passport service implemented at Athens-Clarke County Library. Ms. Gerson thanked the Board and everyone at the Library. She also stated that she has enjoyed her time at Athens-Clarke County Library especially the involvement with the community. She vowed to be back to help with programming and enjoy our Heritage Room.

Public Comment:

None

Approval of Minutes:

The Draft Minutes from the April 11, 2017 regular meeting were unanimously approved.
(Moved by Mr. Thomas, Seconded by Mr. Wetherbee)

Approval of Agenda:

The Agenda was then adopted and unanimously approved.

Financial Report:

- The report was given by Mamie Fike, Business Manager. She stated the FY17 Budget was complete and reconciled. The largest expenditure was the water bill but with the addition of meters installed on the HVAC cooling towers, we should see a decrease for FY18. Ms.Fike also stated due to added revenues from fines/fees and we were able to purchase much needed equipment throughout the region including computers, software, furnishings, and supplies. The Financial Report was unanimously approved (Moved by Mr. Timmons, Seconded by Ms. Bogue)
- The proposed FY18 Budget was discussed with a note that the water expenditure may be adjusted due to the meter improvements having been installed. The FY2018 Budget was unanimously approved (Moved by Mr. Prokasy, Seconded by Mr. Thomas)

Committee Reports:

Finance: The passport fund account surplus will be unable to be placed with Meryl Lynch due to the library's tax status but will now be placed into a Georgia Fund One account for non-profit companies. Approved Unanimously (Moved by Mr. Thomas, Seconded by Ms. Bogue)

The Book Store funds will also be divided as follows: \$40,000 in store fund for operational expenses and the remainder to be placed into a Georgia Fund One account as well. Approved Unanimously (Moved by Mr. Thomas, Seconded by Ms. Ritter)

The Investment Policy Statement has been edited with previous suggestions to include clear objectives and guidelines. Unanimously Approved (Motioned by Mr. Thomas, Seconded by Mr. Timmons)

Policy: A yearly review of the Bi-laws of Athens-Clarke County Board of Trustees has been completed and it is recommended that no changes be made. Unanimously Approved (Moved by Mr. Woods, Seconded by Mr. Hopper)

Book Action: A request for reconsideration for the film Brimstone has been received and will be presented to the committee for recommendation.

Director's Report:

- Donna Brumby presented the news that near the end of June ARLS was awarded a \$100,000 EBSCO Solar grant that will result in installing a Sunshine Garden solar array at the Athens-Clarke County Library. These "sunflower" solar panels will help reduce the library's electric bills, will promote solar energy in our community, and will be the focus of programming activities for all ages. Ms. Brumby is also the author of the grant.
- Evan Bush stated this year's summer reading program has been fantastic. So far we've had nearly 7,400 patrons attending our early literacy programs and performances in the children's area. This year's theme is Charlie and the Chocolate Factory and department have been completely transformed. Please stop by for a magical tour and check out the amazing participation numbers on the walls. Also a \$3,000.00 grant/donation through First Book. UGA was received that enabled the purchase of all material given during summer reading for the entire region.
- Rhiannon Eades discussed her display of new promotional items and prize wheel that are used at community events like AthFest to encourage people to think about reading and the library.
- Van Burns detailed the new Metal Visions, The Work of Harold Rittenberry talk/reception and exhibit beginning July 16, 2017.
- After much debate, the Athens-Clarke County Board of Commissioners approved the FY2018 budget increase which allowed for a salary increase for ACCL workers (in an effort with the Mayor's initiative for all employees to have a livable raise) and to cover the increase in the Teacher Retirement System. Thanks to everyone, who wrote letters, attended meetings and/or made phone calls on behalf of our cause.

- Regional fees may change in FY19 in order to cover the cost of purchase of new regional delivery van, salary increases for courier and a new position in the business office.
- Thanks to Joy Ovington for being ever diligent in purchasing supplies below budgeted amount which allowed the library to purchase needed equipment.

Old Business

- The second approved passport agent will be hired soon in order to provide better service to the patrons.

New Business:

- The Finance Committee introduced a new Investment Policy Statement.
- The new BOS Security Agreement has been received and is ready to sign with Board approval.

Board Actions:

Motion to approve the Fiscal Year 2018 proposed budget. (Moved by Mr. Prokasy, Seconded by Mr. Thomas)

Motion to approve the Bi-Laws of the Athens-Clarke County Board of Trustees as proposed by the Policy Committee (Moved by Mr. Woods, Seconded by Mr. Hopper)

Motion to approve the Investment Policy Statement (Moved by Mr. Thomas, Seconded by Mr. Timmons)

Motion to approve the BOS Security Agreement at the same terms of agreement and cost (Moved by Ms. Bogue, Seconded by Mr. Wetherbee)

Motion to approve Georgia One Banking Facility to be used for diversification of Passport Fund surplus (Moved by Mr. Thomas, Seconded by Ms. Bogue)

Motion to approve Georgia One Banking Facility to be used for surplus funds from the Library Book Store (Moved by Mr. Thomas, Seconded by Ms. Ritter)

Meeting was adjourned at 4:58 pm

Next meeting October 10, 2017 at 4:00 pm

ACCL Board Meeting July 11, 2017 SUMMARY OF VOTES

Minutes from April 11, 2017 Board Meeting approved unanimously

Moved) Mr. Thomas

Seconded) Mr. Wetherbee

Agenda for July 11, 2017 Board Meeting approved unanimously

Approval of Financial Report, FY17Q4 approved unanimously

Moved) Mr. Timmons

Seconded) Ms. Bogue

Approval of Financial Budget FY18 approved unanimously

Moved) Mr. Prokasy

Seconded) Mr. Thomas

Approval of Georgia One Banking Facility to be used for diversification of Passport

Fund surplus approved unanimously

Moved) Mr. Thomas

Seconded) Ms. Bogue

Approval of Georgia One Banking Facility to be used for diversification of Book Store
surplus approved unanimously

Moved) Mr. Thomas

Seconded) Ms. Ritter

Approval of Bi-Laws of Athens-Clarke County Board of Trustees approved unanimously

Moved) Mr. Woods

Seconded) Mr. Hopper

Approval of the Investment Policy Statement approved unanimously

Moved) Mr. Thomas

Seconded) Ms. Timmons

Approval of BOS Security Agreement approved unanimously

Moved) Ms. Bogue

Seconded) Mr. Wetherbee

ATHENS-CLARKE COUNTY LIBRARY BOARD
Minutes, October 10, 2017 Meeting
Athens-Clarke County Library Board Room

Chairman Darnell called the meeting to order at 4:08 pm. Trustees in attendance are Ms. Adams, Ms. Bogue, Ms. Boydston, Ms. Cullen, Chairman Darnell, Mr. Hopper, Ms. Hunt, Mr. Prokasy, Ms. Ritter, Mr. Thomas, Mr. Timmons, and Mr. Wetherbee. Absent were Mr. Boyle, and Mr. Thompson, Ms. Winkler, and Mr. Woods. Staff members present were Ms. Bell, Ms. Brumby, Ms. Chandler, Ms. Chelsey Mr. Deal, Ms. Fike, Ms. Green, Mr. Hribal, Ms. Eades, Ms. Griffin, Ms. Moncrief, Ms. Ovington, Ms. Sial,

Announcements:

Public Comment:

None

Approval of Minutes:

The Draft Minutes from the July 11, 2017 regular meeting were unanimously approved.
(Moved by Ms. Svea, Seconded by Mr. Hopper)

Approval of Agenda:

The Agenda was then adopted and unanimously approved. (Moved by Mr. Timmons, Seconded by Mr. Prokasy)

Presentations:

- Merrill Lynch - The Frierson Group (Joe Frierson and Meg Parker) presented the Athens Clarke County Library Endowment Fund Investment update and report. A detailed report of all activity was given to each board member.
- LEAD Athens - Mike Hodges and group introduced the concept of a "Tool Library" as a service the ACC Library would provide. Essentially the community would be able to check out certain tools for use. There was information about resources, funding, community partners, types of tools to be stocked, etc. After board only discussion it was decided to notify LEAD Athens that Approval of the Tool Library in Concept with further exploration to be presented for final vote is the correct way to proceed was unanimously approved. (Moved by Ms. Adams, Seconded by Ms. Bogue) Chairman Darnell decided it was in the best interest of time and effort of the board to form a committee to review and explore the information provided by LEAD Athens. After review this committee will present its findings to the entire of Board of Trustees for vote on its recommendation. The Committee will consist of Ian Thomas, Svea Bogue, Alice Hunt, Erin Boydston, John Timmons and Julie Darnell.
- Director Bell introduced Greg Deal, IT Operations Manager and Sean Hribal, IT Assistant and Trainer to recognize Sean for the wonderful service he provides for the library and patrons. One letter was provided of the many received about Sean's

knowledge, flexibility and professionalism while teaching computer classes. As part of a terrific IT team, Greg and Sean keep the regional libraries computer systems running.

- Director Bell also introduced new YA Supervisor Devera Chandler. Devera started on July 17th and has made great strides to improve the YA department. By implementing new programming and working with our new Vista Americorp employee the teen programs had over 800 participants during August and September. She is an asset to our team.

Financial Report:

The report was given by Mamie Fike, Business Manager; she stated that the first quarter for FY18 was in line as the library has received 24.70% of the total revenues for the year. Expenditures are also in line at 23.86% with a noticeable decrease with in the water bills after the meter improvements were completed. Ms. Fike also reported that all FY18 budgets were completed and approved by the appropriate boards.

Committee Reports:

- **Book Action Committee** - Alice Hunt discussed the request of reconsideration of removal of "Brimstone" DVD from the collection by a patron. After review of the film and discussion by all committee members, it was decided that the adult movie meets policy and selection criteria for inclusion and will remain in the ACCL collection. The recommendation was presented to the board and unanimously approved. (Moved by Ms. Hunt, Seconded by Mr. Prokasy)
- **Building Grounds Committee** - Svea Bogue reported there was a meeting with Athens-Clarke County's Andrew Saunders to discuss the "Solar Garden" and RFP for installation. Thankful for Mr. Saunders expertise a decision was made to proceed with the RFP for the Solar Garden. Approval requested and unanimously approved. (Motioned by Ms. Bogue, Seconded by Mr. Wetherbee)
- **Winterville Branch** - Mr. Wetherbee reported the city will be voting on a request for funds to install restrooms in the Winterville Library Book Store to allow for more hours of operation and customer service. Also the City of Winterville may be unable to match the funds from the state for renovation of building that would allow the branch to move.

Director's Report:

- There are three staff members whose families have been impacted by Hurricanes Irma and Maria. Aida Quinones, the Branch Manager of Pinewoods and Martita Kapelewski from Information Services, have family in Puerto Rico. Wrenford Archibald, Computer Specialist, has family in two of the US Virgin Islands.
- I have heard from Jean Spratlin the Clerk of Commission, regarding **new ACCL Board Members**. We have three Board Members whose first term is expiring. Only one wants to remain on the Board, so there are two vacancies

- The Library submitted 3 proposals to the **Public Library Association Annual conference**. One of our proposals was accepted. "Turning Common Heritage into Common History: How the Athens Regional Library System used mobile scanning to help preserve local African American history will be presented at this national conference.
- **Staff Development Day** is scheduled for November 8 this year. Please feel welcomed to attend. The morning session will be reaching consensus of our Value Statements. A schedule of afternoon activities will be available at the meeting.
- On December 2, the library will host a full day of "**Outlander**" inspired **Scottish Highland** activities number of programs in recognition of the Diana Gabaldon "Outlander" series of books. The event will also include information and activities from the hugely popular television series. Book discussions will begin in October.
- Ms. Bell is pleased and happy to announce that we are the recipients of a **\$25,000 grant** (in training and services) from **Internet Archive ("Archive-It")**, is a non-profit 501c. Our Heritage Room will be archiving Athens area community websites.
- We have received a number of requests to have space for local community groups to share their events and activities. We think it is important to engage our public and are happy that they know how beneficial the library is to their group's success. We have not done this in the past, because there has not been a **library policy** regarding public use of a bulletin board. Request for approval of library policy regarding public use of a bulletin board, unanimously approved (Moved by Ms. Bogue, Seconded by Mr. Timmons)
- A team of library staff including Trudi green, Toby Mayfield, Greg Deal, Josh Goodwin, Lindsay Josey and myself will be meeting with **SPLOST** administrator Keith Sanders for the final review a **replacement of the Automatic Materials Handling Machine (AMH)**. The project has gone out to bid and now the final review will and awarding will occur during the month of October 2017. Request for approval of the Replacement of the Automatic Materials Handling Machine, unanimously approved. (Moved by Mr. Hopper, Seconded by Ms. Hunt)
- A list of scheduled holiday closings for 2018 was presented to the board along with a request of approval, unanimously approved. (Motioned by Ms. Bogue, Seconded by Ms. Hunt)

Old Business: None

New Business:

Trustee Ms. Ritter suggested making the smaller branches in Athens-Clarke County more accessible especially to students by making them aware of the location, programs provided, ease in receiving a library card, etc. Mr. Ritter feels we could reach more people and educate them on the services provided in the community, especially with the ability to access all of the electronic information including books that are available. Director Bell agreed and stated she would task the Public Information Office and Assistant Director of Branch Services and

Outreach to investigate improved outreach. Director Bell will also have the process of using student id's to receive a library card.

Board Actions:

Motion to Approve the Replacement of the Automatic Materials Handling Machine. (Moved by Mr. Hopper, Seconded by Ms. Bogue)

Motion to Approve the RFP for the Solar Garden. (Moved by Ms. Bogue, Seconded by Mr. Wetherbee)

Motion to Approve the Recommendation of Request for Reconsideration for the DVD "Brimstone". (Moted by Ms. Hunt, Seconded by Mr. Prokasy)

Motion to Approve the library policy of Use of Public Bulletin Board. (Moved by Ms. Bogue, Seconded by Mr. Timmons)

Motion to Approve the 2018 Scheduled Closings for the library. (Moved by Ms. Bogue, Seconded by Ms. Hunt)

Motion to Approve the Tool Library in Concept with further exploration to be presented for final vote. (Moved by Ms. Adams, Seconded by Ms. Bogue)

Meeting was adjourned at 5:40 pm